



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

211 West Temple Street, Suite 200 • Los Angeles, CA 90012

T: (213) 257-2700



Career Transfer Opportunity Restricted to Permanent Employees of Los Angeles County

WITNESS ASSISTANT I Bureau of Central Operations Witness Assistance Unit

ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill a Witness Assistant (WA) I vacancy in the Bureau of Central Operations, Witness Assistant Unit. This position performs a full range of witness assistant duties such as ensuring the appearance of witnesses and victims to testify in court for trial and preliminary hearings; working with Deputy District Attorneys and Investigators ensuring witnesses appear in court; and arranging airline, transportation, and hotel reservations for out-of-state civilian or law enforcement witnesses.

DESIRABLE QUALIFICATIONS:

- Good oral and written communication skills, grammar, and language skills.
- Good computer skills and knowledge of computer programs (e.g., Microsoft Word, Lotus Notes, PIMS, and TCIS).
- Ability to testify in court.
- Ability to handle a large volume of incoming and outgoing telephone calls from witnesses, victims, and law enforcement professionally.
- Ability to organize and handle a large and complex caseload while under the pressure of deadlines.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to work under pressure and heavy trial caseloads.
- Ability to work independently and cooperatively within a team.
- Ability to research information via the internet.
- Experience in operating office equipment (e.g., computer, fax, Xerox machine, and scanner).

ACCEPTING RESUMES FROM: Only permanent employees of Los Angeles County who have completed their initial probationary period and currently holding or previously held the payroll title of WA I, Senior Typist-Clerk, and Senior Clerk may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Only the most qualified employees will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Vicki Bunton
Staff Assistant, Bureau Operations, DA
210 West Temple Street, Room 18-413
Los Angeles, CA 90012
Telephone: (213) 974-6726
Fax: (213) 680-2439
E-mail: Vbunton@da.lacounty.gov

NO LATER THAN: FRIDAY, JUNE 5, 2015

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****